



**411th BSB
Environmental Management System's
Cross Functional Team
27 October 2004
Meeting Summary**

During the meeting, Ms. Osborne-Flesch worked with CFT Members to determine the aspects and impacts associated with their units and to begin the process of ranking them according to significance. Ms. Osborne-Flesch then reviewed the comments received to date on the procedures provided to the CFT and requested that any additional comments be forwarded to her as soon as possible for incorporation.

At the end of the meeting, the CFT Members were reminded that the next meeting will be held on 17 November 2004 at **1330** on Tompkins Barracks, Building 4219. Directions to the meeting location were provided and are as follows:

Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.

Each attended was presented the following material:

1) Hardcopies of:

Meeting Agenda
Excerpt from the Procedure for the Identification of Aspects and Impacts
Draft Document Control Procedure
Draft Procedure for Internal/External Communications
Draft Procedure for Identification of Legal and Other Requirements

Upcoming Meetings:

15 December 2004, 1330, Tompkins Barracks, Building 4219

Attendees:

Ms. Tara Swanson, USAMH
Ms. Melanie Carney, USAMH
LTC Scott Wright, HHC, 30th Med Bde
Mr. Timothy Greene, G-1 CPD



Mr. Randy Hamilton, RCO-SKN
Mr. Jim Campbell, USACCE
Ms. Becky Cajigal, CPOC
Mr. Don Wolf, AIC Hammonds

Catherine M. Osborne-Flesch
411th BSB DPE EMO
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Tafoya, 411th BSB
LTC Vanderpot, 411th BSB